

ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 97-OFB-076

POSITION: SYSTEMS ACCOUNTANT, 510

SALARY RANGE: \$45,939 - \$86,125

Opening Date: 06/13/97

Closing Date (for receipt of applications): 07/11/97

OFFICE:

Office of Finance and Budget
Accounting and Financial Systems Division
Central Accounting Systems Branch
Washington, D.C.

AREA OF CONSIDERATION:

Washington, DC Metropolitan Area - All Sources

SALARY POTENTIAL: \$86,125

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines.

AGENCY MISSION STATEMENT: The Administrative Office (AO) is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 28,000 employees, including approximately 1,650 Federal Judges, working in more than 800 locations throughout the 50 states and U.S. territories. The AO also supports program activities in the areas of court administration, defender services, and federal corrections and supervision of offenders.

DUTIES AND RESPONSIBILITIES: The Accounting and Financial Systems Division provides fiscal and accounting services to the AO and the judiciary. It also centrally maintains the financial records of the judiciary. As a systems accountant in the Central Accounting System (CAS), the incumbent will be responsible for the following duties:

1. Provides technical/professional services in the maintenance and operation of the judiciary's Central Accounting System (CAS);
 2. Develops the functional interface between CAS and a new state-of-the-art accounting system to ensure the integrity of court data and for passing centrally managed information to the courts;
 3. Develops the functional interface between CAS and the new personnel and payroll system of the judiciary and develops a business model for payroll accounting in the judiciary. This will involve documenting the current payroll operating model, recommending improvements in both systems and operational processes, reviewing proposals and designs, and testing software;
 4. Provides leadership in training and developing other staff in the functional aspects of state-of-the-art automated systems. Reviews current procedures and recommends new business processes that streamline court financial operations, develops conversion strategies and crosswalks from existing systems;
 5. Reviews judiciary-wide financial systems for effectiveness of internal controls and integrity of financial information by analyzing processing flows, integration of external system interfaces, and internal subsystem modules;
 6. Improves financial management processes and services by conducting studies of current operations to identify opportunities for new and innovative uses of automated financial management requirements; and
 7. Represents management in meetings, conferences, and seminars with high-level officials from within the judiciary and other offices and agencies outside of the judiciary on issues of technical expertise.
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QUALIFICATION REQUIREMENTS: Applicants must have experience as listed below. This requirement is in accordance with the AO Classification, Compensation, and Recruitment Systems (AOCCRS) which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards For General Schedule Positions.

BASIC REQUIREMENTS: Basic requirements can be met in one of the following three ways: 1) Degree in accounting or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting and/or auditing. The 24 hours may include up to 6 hours of credit in business law; 2) A combination of education and experience; at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge and included at least one of the following: twenty-four semester hours in accounting or auditing courses of appropriate type and quality (this can include up to 6 hours of business law); or a certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; 3) Under certain conditions, completion of the requirement for a degree with major study in accounting, auditing, or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement.

SPECIALIZED REQUIREMENT: Applicants must have **one year of specialized experience** which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with particular knowledge, skills, and abilities to successfully

perform the duties of that position.

PLEASE SEE REVERSE SIDE FOR MANDATORY QUALITY RANKING FACTORS

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QUALITY RANKING FACTORS (QRF): Applicants must provide separate, narrative statements addressing the factors listed below. Each factor should be addressed separately and include the applicant's involvement in the activity. **(MANDATORY)**

1. Demonstrated knowledge of the principals and practices of federal accounting and the application of this knowledge to a wide range of development assignments.
2. Demonstrated knowledge of large-scale automated accounting systems in the federal sector and the supporting operating models for those systems and experience in the application of analysis techniques in conducting system evaluations, including experience in developing functional requirements for automated accounting systems and translation of the requirements to design specifications.
3. Demonstrated knowledge and experience in the disciplines of project management and the application of those disciplines for the management of multiple tasks on several projects concurrently, including planning, budgeting, and task management.
4. Demonstrated knowledge and experience in working with commercial off-the-shelf software in a complex financial systems arena to bring solutions to complex financial information problems and/or assignments.
5. Demonstrated ability to communicate both orally and in writing to render advice and guidance, make recommendations, and present technical data to a wide-range of audiences within and outside the organization.
6. Demonstrated experience in working with and/or leading accounting systems professionals in difficult tasks and/or project assignments.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT CONTACT: Mary A. John **ON:** (202) 273-2769

PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY:

- > Your application must be in the AO Personnel Office (address below) by close of business on the closing date.
- > Your application should include all of the information listed under the section, "**APPLICATION INFORMATION.**"
- > You may choose to submit a signed and dated **OF-612 (Optional Application for Federal Employment)**, OR any other application format.
- > Incomplete applications will not be considered. Also see brochure **OF-510 (Applying for a Federal Job)**.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses all the information listed below; otherwise, you may be considered ineligible for this position.

- > **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- > **Personal Information:** Full name, mailing address, day and evening area code and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- > **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF 15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- > **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualifications).
- > **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may not contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- > **Other Qualifications:** List any job-related training courses; skills (such as, languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- > **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- > **Additional Information: Mandatory Quality Ranking Factors.**

ADDRESS:**(for hand delivery)**

One Columbus Circle, NE
Suite G-200
Washington, DC
(Union Station Metro)

(for mailing)

Administrative Office of the U.S. Courts
AO Personnel Office, Suite G-200
Washington, DC 20544

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- > All information is subject to verification.
- > Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- > Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes: (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- > Relocation expenses will not be provided unless specifically authorized by the Director of the AO.

GENERAL INFORMATION:

- > Applications must be received in the AO Personnel Office by the closing date of this announcement.
 - > Application and enclosure(s) will not be returned.
 - > More than one selection may be made from this announcement.
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FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 273-2760